

Venue booking enquiry form

Complete sections 1–3 and send to the venue. This is an enquiry; the venue will confirm availability separately.

1. Organiser contact

Name / organisation	Email
Phone	Enquiry date

2. Event details

Event type / occasion	Estimated number of guests
Preferred date	Event start / finish times

3. Venue requirements

Room setup, equipment and other requirements	
Setup access time	Clear-up / departure time

4. Venue response

Availability / proposed room	Quote reference / follow-up date
Responded by	Response date